Project Artaud
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Project Artaud Board of Directors Meeting
Date: Tuesday, February 25th, Time: 7pm-7:53pm
Present: 10 Voting BOD Members
Sue Sullivan, President
Julie Phelps, Vice President
John Sullivan, Treasurer
Sarah Kennedy, Secretary
David Fought AR Wing Rep
Sally Fifer, Left Wing Rep
David Lawrence, Torque Wing Rep
Sarah Hotchkiss, Wing Nut Rep
Sandia Sexton, Antonin Wing Rep
Todd Hanson, Froggies Wing Rep
Javier Manrique, X-Wing Rep
Attending: Jan Simon (left the meeting at 7:42)

Announcements:

March 1st, 2025 Saturday 11am. There will be a zoom meeting for brainstorming Antibullying/Anti Harassment policy
March 22nd, 2025: There will be a Building work day.
May 25th, 2025: There will be an in person Building Meeting to nominate Treasurer and Secretary.
July 8tth, 2025: Ballot results ratified by Board of Directors.

Sue read a poem

Wing Attendance for the 6-month period from 8/20/24 through 2/25/25
Antonin: No meetings missed
AR Wing: No meetings missed
Froggies: No meetings missed
Left Wing: No meetings missed
Torque: No meetings missed
Wing Nut: No meetings missed
X-Wing: No meetings missed

As per "Wing Participation and Governance. Amendment to the House Rules, Article V, Section 4, Wing Responsibilities, Subsection E: If a Wing fails to send a Wing Representative to PAC's (Project Artaud Corporation) Board of Directors meetings for more than 4 (four) times within a consecutive 6-month period, then: -PAC revokes the privilege of the Wing to conduct and participate in any space transfers

which may occur on that Wing for a period of no less than one year commencing from the date of the 4th meeting missed;
- The privilege to conduct space transfers reverts back to the Wing one year after consistent Wing representation has occurred;
-The Wing forfeits any and all veto privileges;
-When a studio transfer occurs in a wing with revoked privileges, the PAC board will appoint a studio transfer committee composed of a member from each PAC wing, except from the wing with revoked privileges, to conduct the studio transfer.

Affirm group agreements for the meeting
1. One Voice, One Mic: Raise your hand
2. Modified Stack: "Step Up, Step Down" (if any individual has spoken several times they'll go to the bottom of the stack until others have spoken to the issue)
3. Keep it respectful: "Don't yuk my yum."
4. Conserve energy for the whole group—those who are rambling or repeating themselves will receive a one-minute signal from the facilitator. Please be mindful of W.A.I.T (in other words, ask yourself: Why Am I Talking?)

MINUTES APPROVAL
The minutes of the February 11thth 2024 Board meeting were approved as written.

Motions:
There were none.

Facilities Committee Report:
AFC Admin Report 2-24-25

Stickers/Graffiti
For several months there have been a slew of offensive stickers plastered all over the building: on our hallway walls, elevators, electrical boxes, bathroom stalls, and even on our 17th street mural. Recently, the exterior wall on the Annex was graffitied.

The Facilities Team takes a lot of effort and pride in keeping our building and property in good shape and looking good. We take care in renovating our common area bathrooms and in keeping our grounds tidy. This behavior is disrespectful of the Facilities Committee's work, and doubly demoralizing for our in-house workers who strive to beautify the building and are burdened with the task of cleaning up this defacement.

Building Leaks
Thanks to everyone who provided information about building leaks during the recent heavy rains. This is great information to compile as we prioritize shell work for this summer.

Fire Alarm

Work is scheduled to replace the old duct detectors associated with the theater HVAC. The HVAC system and its components are the responsibility of Z Space. Our monitoring company, Trojan, will do the work and bill us, then our bookkeeper will invoice Z Space for reimbursement.

EV Charging Stations

Momentum contacted me on 1/16 to let me know they are still in the process of getting us a quote to install EV charging stations in the North Lot.

Space Assessments

Studio #108- We've received the architect's assessment for Studio #108. The Assessment Committee will reconvene on 3/7 to review it.

Studio #317- All repairs and renovations have been completed in #317. The Assessment Committee will meet on 3/7 to make final adjustments to that assessment.

Biannual Tree Pruning

Davey Tree provided a proposal to prune the trees on Alabama Street. $1,650.

Space Heating Boiler:

Bayside Mechanical visited our site, with Facilities they believe the only option for flushing portion of system is to add another spigot on 3rd floor above the area with mediocre floor in the 2nd floor. Scheduling ASAP, per Bayside Calendar.

Z Space Roof Drain Leak:

Drain repair on hold until rain catchment work takes place. Facilities is routinely inspecting and emptying the water that collects from leaks.

Non-op Water Shut Off, 1st Floor.

Magic Plumbing and Facilities attempted to repair shut off valve, however from some previous work in the building, there seems to be a cold-water supply plumbed into the hot water piping. Shut off valve was unable to be isolated. Will need to plan for building-wide water shut off to perform repair. There is a second valve in line with this non-op valve, so it's not a crisis.

Security Camera System

Security camera system had a hard drive error. Facilities rebooted system, and is recording well right now. Some cameras seem to be suffering from moisture issues. Facilities will inspect, repair, or replace this week.

Bathroom Drain Piping, 2nd Floor

Member on 3rd floor needs to find a functioning drain line for a build out of a bathroom. Options are few, facilities in member are looking into it.

Critical Systems Binder:

Is being updated.

Safety Tours:
Facility staff are going to begin providing routine safety and shut off tours for anyone who is interested. Gas shut off, water shut off, flood closet, etc. These will take place every other Friday, if members request from facilities or the office. Time TBD.

See also attached 2/19/2025 AFC Committee report for more details.

Treasurers Report:

Treasurer Report 02/25/2025

2024 Utilities Refunds

Members will be seeing refunds from 2024 Utilities collections. Each year a reconciliation of income vs costs is calculated by Accounting. 2024 electricity use was close in cost vs actual. Fortunately, 2024 gas costs were less than expected, resulting in a refund to members. This refund will be applied to March Statements. When the boiler is turned off a review will happen for 2025 utilities cost projections. We do our best to estimate utility allocation for the year based on a ballot approved process for the utility expenses to be a pass-through expenditure. After every calendar year the actual expense is compared to what was collected and the difference is either returned or invoiced.

Treasurer Job description

Section 5.6 Chief Financial Officer. (a) The Chief Financial Officer (Treasurer) shall supervise the charge and custody of all funds of the corporation, shall supervise the deposit of such finds for the corporation with such depositories as designated by the Board according to the requirements established by the Board, shall supervise the keeping and maintaining of adequate and correct accounts of the corporation's properties and business transactions including oversight of the work performed by the bookkeeper; shall lead the budget planning process render reports and accountings as required; shall present reports of the corporation state of financial affairs to the Membership; and shall discharge such other duties as pertain to the office or as prescribed by the Board. (b) The Chief Financial Officer (Treasurer) will be elected by Membership Ballot. The term of office will be thirteen months, with election in June and one month with the officer's successor.
Nominations for Treasurer will take place at the May Building Meeting. I will not be continuing, so if you are interested is serving the Project Artaud Community please step forward. The position has support from all office staff including Kiki who guides the Treasurer through the different cycles of the year, Wendy, who is able to locate motions and policies often forgotten or mis-remembered and Brad who contributes important cost estimates needed for budgeting. Lea Salem is Project Artaud's Chief Financial Advisor who the Treasurer and Kiki meet with quarterly for review.

Finance Committee meeting March 20, 2025

Discussion about formalizing annual employee year-end bonuses. I will bring to the Finance and HR Committees a percentage of gross payroll bonus policy commonly used in all industries.

1.5% of gross pay or $150.00 (whichever is greater) for all salaried employees and $150.00 each for Erica and Eric. After discussion by all committees a motion will be presented to the Board for inclusion on the mid-year building ballot.

BoD Topics:

Anti-Bullying/Anti-Harassment policy: There will be a zoom meeting for all members who are interested in attending on March 1st, 2025.

Space 317:

Things are moving along, work is almost done on the space. Attorney is prepared to reach out to Julian Stranger regarding financials.

Space 124 Report:

There was none.

Arts Committee Report:

Project Artaud Open Studios Meeting Minutes
February 13, 2025 - 7 pm
Agenda: Mission Artists Spring Open Studio – April 12th & 13th 2025
Attendees:
David Fought, Javier Manrique, Ricky Weisbroth, Stephanie Baker, John Sullivan, Susan Sullivan, Dale Erickson, Laurie Anderson, Suzanne Couture, Bijou O'keefe, Todd Hansen, Bernie Rauch, Jonah Roll, Ken Cooper, Lizzie Spicuzza

- If you plan on participating the deadline is March 15th to be part of the PR, directory and map.
- Guest artists: Roberto Barrera, Ana Rivero Rossi, Sandy Calvo and Evan Nichols
- Space 124 will be available for the event from the 7th to the 14th of April.
- Update your profile on Mission Artist website
- Next Open Studios meeting is scheduled for March 20th.

Javier Manrique
Spring Open Studio

RCP:

Rainwater Catchment Project Report
February 24, 2025
Jan Simon, Chair
Members in attendance
Jan S., Liz S., Susan S., John S., Amy R., Brad B., Sarah K., David L., Simonetta N., Sarah H.
Project update from Rob Dusenbury at Lotus Water
"We are actively going through the permitting process with the City. We have started contractor outreach to start construction in May."
Parking reminder
Facilities Parking Committee reminds members with parking spots to send a copy of their current vehicle registrations in to the office by the March 26th deadline.
Garden shed

Amy R. will attend next Facilities meeting (Wednesday, March 5th) to discuss design options for the new shed.
North Parking Lot (Florida Street wall area) re-striping
Materials that will be used to build boiler room shelving need to be moved before re-striping can begin.

RCP Project coordination with Shell Work
The Shell Committee will meet soon to determine the next area of window work for this summer. To minimize disruption for Mariposa Street members, they will look at work that could be done in the center lot. A recommendation and funding request will be ready at the May 25th membership meeting for approval.
Next RCP Meeting Monday, March 24th, 2025 6:00 pm
https://us02web.zoom.us/j/88384291933?pwd=Cs3e0epzDUj

Parking committee has been meeting and will have a committee report soon.

Project Artaud Arts Report:
Ricky Weisbroth has a solo exhibit in the lobby of the CPMC (California Pacific Medical Center) 2100 Webster Street (between Sacramento and Clay) January 3rd-March 28th, 2025

Alon Picker has a show February 1- March 2nd, 2025 at Inclusions Gallery on Cortland Ave. Artist's reception Feb 22nd 5-7pm

Javier Manrique is showing at Gray Loft Gallery in Oakland from January 18th- March 8th, 2025. Closing reception March 8th 4-6pm.

Everyone at Project Artaud is invited as guests/comps to CounterPulse annual Art Party benefit, INNERSPACE: We-Topia. Use code RADIANT to 100% off tickets.

Wing Reports:
Antonin (Sandia): Nothing to report

AR (David): Fourteen members of AR Wing have voted a unanimous YES concerning Javier Manrique's proposal to use Studio #317 for displaying his artwork during Spring Open Studios 2025. AR Wing stipulates a setup, take down, and cleanup timeframe beginning Tuesday April 8, through Tuesday April 15. AR Wing also stipulates that no holes will be made in the new walls, and that #317 will be left in the same condition it was found.

Froggies (Todd): Sunday, March 2nd 3-7pm Open House Studio #333. Todd is celebrating one year in his studio, the first of hopefully many, many more! To celebrate, he's inviting all Project Artaud members to stop by for some snacks and drinks. If you feel like reading a poem, playing some music or doing a sketch, bring it on. Pop in and say "Hello" or stay until the end. Bring a friend or loved one if they are up for it.

Left Wing (Sally): Nothing to report
Torque Motel (David): Nothing to report
Wing Nut (Sarah H): Nothing to report
X-Wing (Javier): The wing will meet to discuss granting Camilla Raimond Artaud membership.

NEXT MEETINGS

BOD Meeting: Tuesday, March 11th at 7:00 PM, Zoom. Request Zoom link from your wing rep.
Arts Committee: TBD Link to come.
Facilities Committee: Wednesday, March 4th at 4:15 PM, (always the Wednesday before BOD meeting) Zoom. Request link from VP
Finance Committee: TBD, Zoom. Request link from Treasurer.
Garden Committee: TBD
Human Resource Committee: TBD, Zoom. Request link from HR Chair.
Rainwater Catchment Project Committee: Monday March 24th 6pm see admin email for zoom invite
Space 124 Committee: TBD in Studio 124.
Well-Being Committee: TBD

COMMITTEE CHAIR CONTACTS

Facilities Committee: Julie Phelps, vpprojectartaud@gmail.com
Finance Committee: John Sullivan, artaudtreasurer@gmail.com
RCP Committee: Jan Simon, jans31415@gmail.com
Human Resource Committee: co chairs Sally Fifer, sally.fifer@itvs.org, and Lois Martin lois499@sonic.net
Space 124 Committee: Lizzy Spicuzza, lspicuzza@earthlink.net
Well-Being Committee: Michael Rauner, michael@michaelrauner.com
Garden Committee: Jonah Roll, jonahsart@gmail.com
Arts Committee, Jonah Roll, jonahsart@gmail.com

Artaud Facilities Committee

19 February 2025

4:15-5:15 pm

Join Zoom Meeting:

https://us02web.zoom.us/j/87589990390?pwd=aHY2WDJFalBGZjF6YUZvaUs4Z3hLQT09

AGENDA:

- ➢ Attendance
- ➢ Brad's Report
- ➢ Andy's Report
- ➢ Torque hot water
- ➢ March 5th Meeting reschedule

Open Projects:

1. 1st floor laundry water intake problem
    a. ACTION: Brad is working on getting Alliance out for servicing and include Brad when they come out to determine if we should add a pre-screen screen
2. March 22 Work Day
    a. Address loose wire on mariposa st
3. Spring tree pruning
    a. ACTION: Brad to solicit recommendation from the Gardening Committee
        i. UPDATE: Davies came out, Cottonwoods don't need trimming, trees along Alabama need some trimming (all trees need to be 6-10ft from building for insurance), this will cost $1600
4. Mysterious black wire on Mariposa to goes into Z Space and to the bldg across the street
    a. ACTION: Brad to ask Andy to look at it; Marc to talk to Z Space
5. Ponding at 499
6. Radiator Pipe: 'the drip' noise disturbance is getting worse
    a. ACTON: Brad will write up a work request for Robert to hacksaw a small space to allow room for thermal expansion
7. Fire Alarm Call List

    a. ACTION: to convene a group and determine best approach for who can serve as the POC for the monitoring company; also need to work with Z Below on who covers cost for false alarms
8. Z Below Fire upgrades
    a. UPDATE: Trojan rep came through to look at the detector in the ducts in Z Below; there is an easy fix for this we will press go and figure out if we of Z Below will pay for this
        i. UPDATE: Trojan is replacing the duct detectors for $1700, Z Space will be covering this
9. Elevator
    a. ACTION: Brad is following up with Stenson Red emergency button that calls Stenson is not working - waiting on a response 2/5/25
10. #108 Assessment for Terry Winston's Space
    a. UPDATE: Assessment committee has received the initial work from the architect; the cmt will cross check this with the space in the next two week (by March 7)
11. Bike Racks
    a. We have a donated outdoor rack from Rainbow - Julie follow up with Brad to look at this
    b. Todd is making new indoor racks - how many do we need?
        i. ACTION: We will order 5 racks, 3 to install asap in Torque
12. Radiators
    a. Various heat issues
        i. INFO:
            1. Morgan space is better but still not working well, the line is difficult to flush we need to get access to Geralyn's space or under Carrie's bathroom platform
            2. #212 J + M space - contractor Bay Side is coming out on Monday 1/13 to fix
            3. Much research has been done, it remains to unclear how to gain access to Lizzy
                a. UPDATE: Bay side mechanical is coming out for 2/7/25 - they will be adding a new outlet
13. New windows in #333 (Todd) are leaking and #305 (Bruce)
    a. Brad has already contacted Everest about this
        i. ACTION: This work is pushed until rain has stopped, it's possible this work can be down under warranty
14. EV Chargers
    a. ACTION: Innovator Electric coming on 10/28 to give quote on adding a 200 amp panel outside #125 the then a straight shot to the handicap and guest spots
        i. UPDATES: Momentum Electric is giving us a few quotes; still waiting on this quote 1/22/25 tho Brad did follow up
15. Asbestos Doors
    a. ACTION: Needs removed; they are currently in Pg&E room!
16. #317 Repairs + Preparing for transfer

a. UPDATE: Robert is almost done with wall work; up next getting an electrician to replace outlets; replacing cracked window panes; and then the assessment - which we will try to loop into the March 7th assessment cmt meeting!

17. Piano removal
    a. ACTION: Michael Rauner going call Marrow Fotesimo a friend of pepe - 12/4
        i. UPDATE: Marrow changed his mind, he doesn't want it anymore
            1. ACTION: Marc to reach out to Yugen; Julie put free sign and post to FB Marketplace
    b. Paintings are still in the studio
18. Hot Water/rumbling in the pipes in Torque + WingNut
    a. ACTION: Andy will check out rencent 2/19/25 issues on Friday 2/21/25
    b. ACTION: Rumbling
        i. ACTION: Marc will document times of day that the rumbling is happening
        ii. UPDATE: It recommend that we add an expansion tank, this will cost about $800; Marc reports that the pounding has dissipate quite a bit so many we can ***back burner this***; Froggies shower, Rumi, Suzzanne still having hot water issues
19. Street Trees / Sidewalk repairs
    a. Brad put out name in the hat for a mission street tree planting administered by the City
        i. UPDATES: Trees are permitted; but regardless City takes care of all Street trees so they will send out someone to come out to scope the job - Any is leading this
20. Switch fire alarm, elevator and office lines to cellular or VOIP
    a. UPDATES:
        i. Fire Alarm:
            1. UPDATE: We heard back from the City - Two permits were pulled in 2012, one was completed, so now we need to furnish the drawings from that permit set, but we do not have those permit drawings on file
                a. ACTION: Brad will need to go down to DBI with Trojan to get those permit drawings
                    i. UPDATE: Brad got the plans for the existing panel and got these to Trojan and Tojan is now finalizing the submittal
            2. ACTION: Andy and Lizzy are working on the 1/25/25 Need to update the Critical Systems Binder with Trojan contact
21. RCP
    a. Water Distribution Plan
        i. There is currently no pump in the plan >> how will water be distributed to Jackhammer and trees on Alabama St for watering?
            1. This pump ($229) was proposed as a possible option: https://www.acehardware.com/departments/plumbing/pumps-and-pump-parts/utility-pumps/4014410?store=08323

2. We will continue to model the gravity system to determine if it is sufficient
3. Perhaps we have two spigots, one for gravity and one with pump?
4. How to calculate cistern water pressure (cistern is 12 feet across)
5. NOTE: even with pump the cistern cannot be tied into existing sprinkler system as you cannot mix potable and non-potable water

b. Shed relocation
   i. Group agrees that the shed can be shrunk, but valuable things will need to be relocated or eliminated (soil; trash cans and tools for works days)
      1. Things we need to keep: workday tools, including trash cans
      2. We could get rid of toxic waste, possibly gas powered mowers etc
      3. Ideas: Racks in the boiler room (but most of this will be used for Space 124 storage), other spaces outside that communal property (space around Floride St stairs, space currently being used by Benjy around North Lot loading door); space around the cistern once it is in place
      4. ACTIONS:
         a. Determine minimum square/cubic square footage needed for possible smaller shed elsewhere in North Lot >> Amy/Nobuto could volunteer to design a new smaller shed
         b. Review communal spaces in North Lot that could be regeared to hold some storage (Julie has reach out to Benjy about this)
         c. Buy new electric mower (current one broke)

22. Security Camera
    a. Can we add a motion sensor light by bikes? Or add switches to or timer to existing lights
    b. ACTION: VP to clarify police interaction
       i. UPDATE: Some outdoor camera have water intrusion, the company will replace these; new camera have been added while we wait for repalcements
23. Shell Project - 2024 budget for windows ($200k) this year has been spent on Mariposa St Staircase; shall we fast line the work?
    a. Open concerns: Spalling on theater wall; Ken Coopers leak from roof/facade, possibly spalling; Sara's window has not been fixed; Spalling above office door/Laurie Anderson's space
24. Slop Sink Repairs
    a. New faucet for 3rd floor center staircase bathroom slop sink
25. Additional recirc pumps in hallways - Froggie's + Torque
    a. Impeller estimated at $210+ tax
    b. Updates: Parts are in, but Froggies is currently working so we're waiting to install;
    c. ACTION: Andy will look into Torque, Wing Nut and central pump on boiler room
       i. UPDATE: Andy will do a walk with Judy to do a walk thru to identify outdated lines that aren't the recirc system

ii. UPDATE: Andy will replace the interior component of a recirc pump to see if we can fix the Froggie's showers?? Andy will follow up with Rickey about what issues are

26. Flow Form Plumbing
    a. New water supplies for washers in all wings + foot pedals for laundry sink pausing all wings
    b. Shut of valves are being replaced throughout the building to swap gate valves with ball valves
        i. UPDATE:
    c. ACTION: Andy getting quote 8/28 perhaps do one or two wings a year
        i. UPDATE: x wing laundry can't get water turned off, this needs to be replaced
            1. UPDATE 2/7/25: a new shut off is being added so that we can shut off water in this part of the building
                a. UPDATE: Trying to add foot pedals in Xwing laundry rooms - but discovered there was cold water plumbed to the hot water
                    i. ACTION: Doing more discovery to try to find a way to shut off water x wing laundry/bath
27. Misc. Leaks
    a. There is a leak in bathroom by the library pipe outside of Z Space is leaking, very high up.
        i. UPDATE: Window has been removed but we need to remove another so we do not need the lift (a lift will not work so this is needed) to reach the leak;
            1. ACTION: Andy to follow up with Magic to get us a quote
                a. UPDATE: we have a quote for just shy of $3k for this 1/22/25 for Magic to reroute a roof drain to go out the window to drain onto the roof
                    i. UPDATE: This leak was bad during the recent storm; but this repair is otherwise on hold until RCP project
    b. Leak at tops of windows in #202 >>Worsening Leak affecting Rumi, Mitzie, Sara M and Suzanne
        i. ACTION: Andy will look at this; Brad to include in his notes that any in the Mariposa St side to send notes to Brad about visible water encroachments
    c. New leak in Lizzy's bathroom - not sure where the shut off is for this
        i. ACTION: Andy and Rusty to look into this
28. Installing pallet racks in the boiler room to provide storage for 124 and create lid for pit in boiler room to increase safety
    a. UPDATE: Supplies were ordered and received; Bengjy reached out to David to schedule the work - should only take one day!
29. Accessible entrances

    a. Applying for hardship waiver on both entrances; we need one more update on the report from Josh and then the app waiver will go in

30. Elevator
    a. Add plexi to protect the public from loss of digits

COMMITTEE MEMBERS:

1. Brad Brown
2. Andy Kaden
3. John Sullivan
4. Suzanne Couture
5. Judy West
6. Benjy Young
7. Ricky Weisbroth
8. David Fought
9. Robert Rust
10. Lizzy Spicuzza
11. Marc Martin
12. Michael Rauner
13. Bruce Bigelow

IN ATTENDANCE:

1. Julie P
2. Jna
3. Marc M
4. David F
5. Brad
6. Andy K
7. Judy W
8. Suzanne C
9. Robert R
10. Michael R

LONGER-TERM ITEMS:

- Shell Project
    - South main roof needs total replacement
        i. FAC reserve is $419k, slated to add $8500/month (long term maintenance) so $520k+ by end of 2024; Shell reserve added $11,250/month to Shell
        ii. Ideally reroute roof drain that comes down on Mariposa (and at the moment diverts to center courtyard) to drain into Mariposa

1. Document drains added during road work

iii. Getting quote week of May 13, 2024

1. In 2020 we got a $500k quote for this, we'll see how much it has gone up
    a. Does this include moving deck and garden: -> quote will include how much it will cost to have the contractors move all the stuff
2. We may want to explore a loan for this job

- Emergency response generator for propane vs solar
- 100 roof is also leaking into Jonah and Michael R's space

- Retaining wall in northern lot
- EV charging stations
- Get more clear as-built floor plan with plumbing and electrical circuit details (Bruce and Alan may have some old versions of this)
- Boiler circulating pipes - maybe this summer we can remove from circulating pipes
    - Judy's contact for contractor who works with the city
        i. Annuzzi Concrete Service: https://www.thebluebook.com/iProView/896848/annuzzi-concrete-service-inc/subcontractors/locations-contacts/
- New meters for all units (or units going forward) that track time of use / have PAC finance getting everyone on meters

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